

# NEIGHBORHOOD PRESERVATION ZONE (NPZ) DESIGN REVIEW APPLICATION

ORDINANCE No. 10548  
ADOPTED June 10, 2008  
AMENDED June 6, 2014

This application is to be filed at the City of Tucson Planning and Development Services Department, Zoning Administration, 201 N. Stone Avenue, 2<sup>nd</sup> Floor North, Tucson, Arizona. Please submit a complete, accurate, and legible application accompanied by the appropriate plans, documentation, and fees.

*For Zoning and Subdivision review, the Unified Development Code (UDC) applies to this application. If you feel the Land Use Code (LUC) should apply, please consult with Zoning review staff. Applicable timeframes can be provided at your request or found in Administrative Manual Sec. 3-02 or found on our website at <http://cms3.tucsonaz.gov/pdsd>. For information about applications or applicable policies and ordinance, please contact Patricia Gehlen at 520-837-4919.*

*By state law, we cannot initiate a discussion with you about your rights and options, but we are happy to answer any questions you might have.*

## INSTRUCTIONS

**Applicability:** Projects within adopted Neighborhood Preservation Zones meeting the following criteria must submit a completed *NPZ Design Review Application*:

- is zoned NRX-1, NRX-2, NR-1, NR-2, NR-3, NRH, NSR, and NSH;
- requires a building permit; and
- is visible from a street that is not classified as an alley, unless the Design Professional makes a written finding that a proposed development's visibility from the street is so minimal as to be immaterial for purposes of the application of this section.
- Construction of a multistory residence and additions to existing second or higher stories is required to provide privacy mitigation.

**Information & Materials Need to Complete the NPZ Design Review Application:**

- Applicable Design Manual
- Map showing boundaries of the proposed project's Development Zone and location of the Contributing Properties within the Development Zone

**Submittal:** Bring the completed application to the Pre-Application Conference

- Map showing boundaries of the proposed project's Development Zone and location of the Contributing Properties within the Development Zone
- Photographs of the Contributing Properties within the project's Development Zone

For more information or to schedule a Pre-Application Conference contact the Planning and Development Services Department at (520)791-5550.

## **NPZ DESIGN REVIEW APPLICATION**

### **PROPERTY INFORMATION**

**PROJECT NAME:** \_\_\_\_\_

**PROJECT ADDRESS:** \_\_\_\_\_

(Note: If the site is vacant ask Pima Co. Addressing, 201 N. Stone, for an Administrative Address)

**ZONING OF PROPERTY:** \_\_\_\_\_ (example: C-2, OCR-1, etc.)

**PROJECT TYPE** (check all that apply):

( ) New building on vacant land

( ) New building on developed land

( ) New addition to existing building

( ) Other \_\_\_\_\_

**ASSOCIATED CASE NUMBERS** (Board of Adjustment, CDRC, Rezoning, etc.):

\_\_\_\_\_

**APPLICABLE NEIGHBORHOOD PRESERVATION ZONE:** \_\_\_\_\_

### **APPLICANT INFORMATION**

**AGENT** (The person processing the application and designated to receive notices):

NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

PHONE: (     ) \_\_\_\_\_ - \_\_\_\_\_ FAX: (     ) \_\_\_\_\_ - \_\_\_\_\_

**PROPERTY OWNER/S** (If ownership in escrow, please note):

NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

PHONE: (     ) \_\_\_\_\_ - \_\_\_\_\_ FAX: (     ) \_\_\_\_\_ - \_\_\_\_\_

### **SIGNATURES**

I CERTIFY THAT ALL INFORMATION CONTAINED ON THIS APPLICATION IS  
COMPLETE AND TRUE TO THE BEST OF MY KNOWLEDGE:

**OWNER/APPLICANT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

## NEIGHBORHOOD COMPATIBILITY WORKSHEET (AKA, DESCRIPTION OF DEFINING CHARACTERISTICS & PRIVACY MITIGATION)

**1. Defining Characteristics.** Provide a description of the following defining characteristics for the Contributing Properties within the project's Development Zone and the proposed project. To the extent possible, provide photographs with a written narrative for each defining characteristic.

Defining Characteristic	Definition	Include the following in the description
Architectural Style	The predominant architectural styles present among the Contributing Properties in the project's Development Zone	Architectural styles present (e.g. Craftsman Bungalow, Ranch, and Spanish Colonial Revival/Spanish Eclectic)
Building Walls	The exterior walls of a building	Materials used (e.g. wood, stucco, brick, stone, etc.)
Front Yard	The structure's appearance from the street	<ul style="list-style-type: none"> <li>▪ <u>Building setback.</u> Provide the average building setback of the contributing properties along the same side of the street as the proposed project</li> <li>▪ <u>Screening</u>, such as walls, fences, vegetation, etc.</li> </ul>
Landscaping (only applicable if construction of a new residential unit is proposed)	Improving the appearance of land by planting trees, shrubs, or grass, altering the contours of the ground and/or introducing benches, low walls, water features, areas of pavement, etc.	Type of landscaping prevalent in the front yard
Massing	The arrangement of the elements of a building to compose its overall shape	
Pedestrian Ways	Public sidewalks along streets and private sidewalks that lead from the public sidewalks to building entrances.	
Porches	A roofed structure at an entrance to a dwelling that is attached to the outside of a building	Are there front porches? If yes, are they front or side entry porches?
Rhythm	The patterned, recurring alternations of contrasting elements; here, the alternation of houses and yards along a street	
Roofs	The cover of any building, including the eaves and similar projections	<ul style="list-style-type: none"> <li>▪ <u>Type</u> (e.g. flat, hip, gable, etc.)</li> <li>▪ <u>Material</u> (e.g. tile, composition, etc.)</li> </ul>
Scale	The relative size of buildings along the street frontage	
Vehicular Use Area	Any area of a site or structure used	▪ <u>Type of on-site parking</u> (e.g.

	for the parking, storage, or standing of motor vehicles.	garage, carport, or none if applicable) <ul style="list-style-type: none"> <li>▪ <u>Location</u> (side yard, rear yard)</li> <li>▪ <u>Access</u> Is on-site parking accessed from the street or alley</li> <li>▪ <u>Material</u> (e.g. concrete, asphalt, decomposed granite, etc.)</li> </ul>
Windows		<ul style="list-style-type: none"> <li>▪ <u>Proportion</u> (horizontal or vertical?)</li> <li>▪ <u>Material</u> (e.g. wood, vinyl, aluminum)</li> <li>▪ <u>Type</u> (e.g. single/double hung)</li> </ul>

**2. Privacy Mitigation.** For multistory projects, describe the proposed privacy mitigation. Refer to the applicable design manual for guidance on the acceptable types of privacy mitigation.

## **NPZ DESIGN REVIEW APPLICATION SUBMITTAL CHECKLIST**

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

- ☐ **NPZ DESIGN REVIEW APPLICATION FORM**  
(Signed by the Property Owner or Authorized Agent – include letter of authorization)
- ☐ **MAP SHOWING THE BOUNDARIES OF THE PROJECT'S DEVELOPMENT ZONE AND LOCATION OF THE CONTRIBUTING PROPERTIES WITHIN THE DEVELOPMENT ZONE**
- ☐ **COMPLETED NEIGHBORHOOD COMPATIBILITY WORKSHEET (AKA, DESCRIPTION OF THE DEFINING CHARACTERISTICS AND PRIVACY MITIGATION)**
- ☐ **ZONING COMPLIANCE REVIEW COMMENTS**
- ☐ **THREE (3) FOLDED COPIES OF PROJECT CONCEPT SITE PLAN AND FLOOR PLANS**
- ☐ **THREE (3) FOLDED COPIES OF PROJECT BUILDING ELEVATION AND, WHEN APPLICABLE, DEMONSTRATION OF COMPLIANCE WITH THE PRIVACY MITIGATION REQUIREMENTS**
- ☐ **NPZ DESIGN REVIEW FILING FEES**